



## **Certification of Diligent Search**

### **Superior Court of New Jersey - Chancery Division - Family Part**

#### **Who Should Use This Packet?**

You can use this packet providing your **case type starts with the letters FD**.

A Non-Dissolution (FD) Case is a court case that addresses family matters such as custody, parenting time, child support for never married parents, spousal support for married people that are separated, and applications from non-parent parties (i.e., grandparents, aunts, uncles, relatives, etc.) filing in court regarding the custody and care of minor children. A diligent search is used for a Non-Dissolution (FD) case when the filing party does not have an address for the biological parent or legal guardian of the child(ren) pertaining to their case. That parent/legal guardian should receive a notice to appear in court.

This packet includes information on attempting to find the location of the other party named in your case, along with sample Letters of Inquiry. You must send a Letter of Inquiry to **all** locations listed on the next page. If you omit any location, you must explain to the court the reason for excluding that particular place.

The court must believe that you have made a serious effort to get information about the location of the other party named in your case, and that you have followed up on any information that you have received about their whereabouts. The Certification of Diligent Search form is returned to the Court along with copies of all Letters of Inquiry and any responses you have received.

## **Instructions – How to Complete the Diligent Search Certification**

You should send letters of inquiry to any people or agencies that may have an address for the other party. You must keep copies of the letters you send and any responses you receive so they can be submitted to the court as evidence of your attempts to find the other party. These letters should be sent to:

- a) The other party's family members, close friends, or past employers who might know the other party's address. This letter should be sent by both regular and certified mail, return receipt requested. The signed return receipt card should be submitted to the court as evidence.
- b) The NJ Motor Vehicle Commission if the other party had a driver's license in New Jersey. This letter should be sent by regular mail only. If the other party lived in another state, you should contact that state's motor vehicle department to ask them how to request this information.
- c) All branches of the U.S. Military. This letter should be sent by regular mail only.
- d) The U.S. Post Office in your town, or the town where the other party last resided. This letter should be sent by regular mail only. You should call the post office to see if they require a search fee. If there is a fee, enclose the fee with your letter.

It is important to enclose a self-addressed, stamped envelope with each letter of inquiry to encourage the person or agency to write back to you. Please refer to the attached certification.

The following Sample Letters are attached to assist you:

- Letter of Inquiry to Defendants Friends Family and Employers
- Letter of Inquiry to Military - Air Force
- Letter of Inquiry to Military - Army
- Letter of Inquiry to Military - Coast Guard
- Letter of Inquiry to Military - Marine Corps
- Letter of Inquiry to Military - Navy
- Letter of Inquiry to Motor Vehicles Commission
- Letter of Inquiry to Postmaster
- Request for Certificate of Military Service or Non-Service - General.

## Letter of Inquiry to Defendant's Friends, Family, or Employers

\_\_\_\_\_  
Plaintiff's Name

\_\_\_\_\_  
Plaintiff's Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Date

Plaintiff, *Pro Se*

\_\_\_\_\_  
Name of the person to whom you are inquiring about the defendant's whereabouts

\_\_\_\_\_  
Street Address of the person to whom you are inquiring about the defendant's whereabouts

\_\_\_\_\_  
City State Zip Code

RE: \_\_\_\_\_ Docket Number: \_\_\_\_\_  
Caption/title of case Docket #

Dear \_\_\_\_\_:  
Name of the person to whom plaintiff is writing

Please be advised that I have filed a court complaint against

\_\_\_\_\_ your \_\_\_\_\_  
defendant's name defendant's relationship to the person

I write to request that you inform me about the home address of \_\_\_\_\_,  
defendant's name  
if you know that information.

I am trying to give notice to \_\_\_\_\_ of the fact that I have filed  
defendant's name

a court complaint against \_\_\_\_\_ in order that \_\_\_\_\_ might appear, or answer and defend this  
him/her he/she  
complaint. To assist you in promptly returning your answer to me, I have enclosed a stamped, self-  
addressed envelope.

Thank you for your assistance.

Very truly yours,

\_\_\_\_\_  
Plaintiff's Signature

## Letter of Inquiry to Military (Air Force)

\_\_\_\_\_  
Plaintiff's Name

\_\_\_\_\_  
Plaintiff's Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Date

United States Air Force  
Worldwide Locator  
HQ AFMPC/RMIQL  
550 C Street West, Suite 50  
Randolph Air Force Base, TX 78150-4752

Re: Request for a Certificate of Military Service or Non-Service

RE: \_\_\_\_\_ Docket Number: \_\_\_\_\_  
Caption/title of case Docket #

Dear Sir/Madam,

Please be advised that I have filed a court complaint against \_\_\_\_\_  
defendant's name

The two objects of this inquiry are (1) to obtain a certificate of military service or non-service and  
(2) to give notice to \_\_\_\_\_, of the fact that I have filed a court complaint  
defendant's name  
against \_\_\_\_\_ in order that \_\_\_\_\_ might appear, or answer and defend this complaint.  
him/her he/she

Please return to me a certificate along with any address that you might have, regardless of  
whether it is expired. I enclose a check payable to the DAQ-DE and a stamped, self-addressed envelope  
for this purpose. Thank you for your consideration of this request.

Very truly yours,

\_\_\_\_\_  
Plaintiff's Signature

## Letter of Inquiry to Military (Army)

\_\_\_\_\_  
Plaintiff's Name

\_\_\_\_\_  
Plaintiff's Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Date

United States Army  
Commander USA EREC  
Attention: Locator  
8899 East 56<sup>th</sup> Street  
Fort Benjamin Harrison, IN 46249-5031

Re: Request for a Certificate of Military Service or Non-Service

RE: \_\_\_\_\_ Docket Number: \_\_\_\_\_  
Caption/title of case Docket #

Dear Sir/Madam,

Please be advised that I have filed a court complaint against \_\_\_\_\_  
defendant's name

The two objects of this inquiry are (1) to obtain a certificate of military service or non-service and  
(2) to give notice to \_\_\_\_\_, of the fact that I have filed a court complaint  
defendant's name  
against \_\_\_\_\_ in order that \_\_\_\_\_ might appear, or answer and defend this complaint.  
him/her he/she

Please return to me a certificate along with any address that you might have, regardless of  
whether it is expired. I enclose a check payable to the Finance Officer and a stamped, self-addressed  
envelope for this purpose. Thank you for your consideration of this request.

Very truly yours,

\_\_\_\_\_  
Plaintiff's Signature

## Letter of Inquiry to Military (Coast Guard)

\_\_\_\_\_  
Plaintiff's Name

\_\_\_\_\_  
Plaintiff's Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Date

United States Coast Guard  
USCG – Personnel Command  
2100 Second Street, S.W.  
Washington, DC 20593-0001  
Attn: Coast Guard Locator Assistant

Re: Request for a Certificate of Military Service or Non-Service

RE: \_\_\_\_\_ Docket Number: \_\_\_\_\_  
Caption/title of case Docket #

Dear Sir/Madam,

Please be advised that I have filed a court complaint against \_\_\_\_\_  
defendant's name

The two objects of this inquiry are (1) to obtain a certificate of military service or non-service and  
(2) to give notice to \_\_\_\_\_, of the fact that I have filed a court complaint  
defendant's name  
against \_\_\_\_\_ in order that \_\_\_\_\_ might appear, or answer and defend this complaint.  
him/her he/she

Please return to me a certificate along with any address that you might have, regardless of  
whether it is expired. I enclose a check payable to the United States Coast Guard and a stamped, self-  
addressed envelope for this purpose. Thank you for your consideration of this request.

Very truly yours,

\_\_\_\_\_  
Plaintiff's Signature

## Letter of Inquiry to Military (Marine Corps)

\_\_\_\_\_  
Plaintiff's Name

\_\_\_\_\_  
Plaintiff's Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Date

United States Marine Corps  
Headquarters, U.S. Marine Corps  
Code MMSB10  
Support BRMMSB 10, Suite 201  
2008 Elliott Road, Suite 203  
Quantico, VA 22134-5030

Re: Request for a Certificate of Military Service or Non-Service

RE: \_\_\_\_\_ Docket Number: \_\_\_\_\_  
Caption/title of case Docket #

Dear Sir/Madam,

Please be advised that I have filed a court complaint against \_\_\_\_\_  
defendant's name

The two objects of this inquiry are (1) to obtain a certificate of military service or non-service and  
(2) to give notice to \_\_\_\_\_, of the fact that I have filed a court complaint  
defendant's name  
against \_\_\_\_\_ in order that \_\_\_\_\_ might appear, or answer and defend this complaint.  
him/her he/she

Please return to me a certificate along with any address that you might have, regardless of  
whether it is expired. I enclose a check payable to the United States Treasurer and a stamped, self-  
addressed envelope for this purpose. Thank you for your consideration of this request.

Very truly yours,

\_\_\_\_\_  
Plaintiff's Signature

## Letter of Inquiry to Military (Navy)

\_\_\_\_\_  
Plaintiff's Name

\_\_\_\_\_  
Plaintiff's Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Date

United States Navy  
Naval Personnel Command  
PERS 312 F  
5720 Integrity Drive  
Millington, TN 38055-3120

Re: Request for a Certificate of Military Service or Non-Service

RE: \_\_\_\_\_ Docket Number: \_\_\_\_\_  
Caption/title of case Docket #

Dear Sir/Madam,

Please be advised that I have filed a court complaint against \_\_\_\_\_  
defendant's name

The two objects of this inquiry are (1) to obtain a certificate of military service or non-service and  
(2) to give notice to \_\_\_\_\_, of the fact that I have filed a court complaint  
defendant's name  
against \_\_\_\_\_ in order that \_\_\_\_\_ might appear, or answer and defend this complaint.  
him/her he/she

Please return to me a certificate along with any address that you might have, regardless of  
whether it is expired. I enclose a check payable to the United States Treasurer and a stamped, self-  
addressed envelope for this purpose. Thank you for your consideration of this request.

Very truly yours,

\_\_\_\_\_  
Plaintiff's Signature



## Letter of Inquiry to Motor Vehicle Commission

\_\_\_\_\_  
Plaintiff's Name

\_\_\_\_\_  
Plaintiff's Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of the State Motor Vehicle Commission or Department where Defendant last held a driver license

\_\_\_\_\_  
Street Address of the State Motor Vehicle Commission or Department where Defendant last held a driver license

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

RE: \_\_\_\_\_

Caption/title of case

Docket Number: \_\_\_\_\_

Docket #

Dear Sir/Madam,

Please be advised that I have filed a court complaint against \_\_\_\_\_

defendant's name

I write to request that you provide me with any information concerning the address of

\_\_\_\_\_. To the best of my knowledge, \_\_\_\_\_

defendant's name

defendant's name

holds a driver license from the State of \_\_\_\_\_.

State where defendant last held a driver's license

The object of my inquiry is to give notice to \_\_\_\_\_ of the fact

defendant's name

that I have filed a court complaint against \_\_\_\_\_ in order that \_\_\_\_\_ might appear, or answer and

him/her

he/she

defend this complaint.

Please provide me with any address you may have for \_\_\_\_\_

defendant's name

For your convenience, I am enclosing a stamped, self-addressed envelope. Thank you for your consideration of this request.

Very truly yours,

\_\_\_\_\_  
Plaintiff's Signature

## Letter of Inquiry to Postmaster

\_\_\_\_\_  
Plaintiff's Name

\_\_\_\_\_  
Plaintiff's Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Date

Postmaster

United States Post Office

\_\_\_\_\_  
Street Address of Post Office in town where Defendant was last known to live

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

RE: \_\_\_\_\_

Caption/title of case

Docket Number: \_\_\_\_\_

Docket #

Dear Sir/Madam,

Please be advised that I have filed a court complaint against \_\_\_\_\_

defendant's name

Pursuant to the Freedom of Information Act, I request that you provide me with the last forwarding address for \_\_\_\_\_.

defendant's name

The object of my inquiry is to give notice to \_\_\_\_\_ of the fact

defendant's name

that I have filed a court complaint against \_\_\_\_\_ in order that \_\_\_\_\_ might appear, or answer and defend this complaint.

him/her

he/she

Please provide me with any address you may have for \_\_\_\_\_

defendant's name

Regardless as to whether or not it is expired. I am enclosing the required search fee of \$\_\_\_\_\_, along with a stamped, self-addressed envelope. Thank you for your consideration of this request.

Very truly yours,

\_\_\_\_\_  
Plaintiff's Signature

## Request for Certificate of Military Service or Non Service - General

\_\_\_\_\_  
Plaintiff's Name

\_\_\_\_\_  
Plaintiff's Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Date

Defense Manpower Data Center  
Attention: Military Verification  
1600 Wilson Boulevard, Suite 400  
Arlington, Virginia 22209-2593

Re: Request for a Certificate of Military Service or Non-Service

RE: \_\_\_\_\_ Docket Number: \_\_\_\_\_  
Caption/title of case Docket #

Dear Sir/Madam,

Please be advised that I have filed a court complaint against \_\_\_\_\_  
defendant's name

The two objects of this inquiry are (1) to obtain a certificate of military service or non-service and  
(2) to give notice to \_\_\_\_\_, of the fact that I have filed a court complaint  
defendant's name  
against \_\_\_\_\_ in order that \_\_\_\_\_ might appear, or answer and defend this complaint.  
him/her he/she

Please return to me a certificate along with any address that you might have, regardless of  
whether it is expired. I enclose a check payable to the United States Treasurer and a stamped, self-  
addressed envelope for this purpose. Thank you for your consideration of this request.

Very truly yours,

\_\_\_\_\_  
Plaintiff's Signature

**SUPERIOR COURT OF NEW JERSEY  
CHANCERY DIVISION - FAMILY PART**

**Plaintiff**

**v.**

**Defendant**

**COUNTY OF** \_\_\_\_\_

**DOCKET NO.: FD -** \_\_\_\_\_

**Certification of  
Diligent Search**

I, \_\_\_\_\_ of full age, hereby certify that:

1. I am the ☐ plaintiff / ☐ defendant in the above-entitled action.
2. I do not know the present whereabouts of the ☐ plaintiff / ☐ defendant, and have not seen or heard from him/her since on or about \_\_\_\_\_.
3. Despite diligent efforts, I do not know the ☐ plaintiff's / ☐ defendant's mailing address, and the last known address of record of the ☐ plaintiff / ☐ defendant is:

\_\_\_\_\_  
\_\_\_\_\_

4. I attempted to locate the ☐ plaintiff's / ☐ defendant's last known mailing address by contacting, on the following dates, the following individual(s) whom I believed possessed information about the ☐ plaintiff's / ☐ defendant's whereabouts.

Result of search:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. I performed a search to locate the ☐ plaintiff / ☐ defendant through the United States Post Office for the current address or any previous address.

Result of search:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. I inquired of the state motor vehicle agency at: \_\_\_\_\_.

Result of search:

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7. The Department of Defense website was checked or letters were sent to the Armed Forces of the United States and their response as to whether or not there is any information regarding the  
☐ plaintiff / ☐ defendant.

Result of search:

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8. My other attempts to locate the other party resulted in the following:

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9. I have kept copies of the letters I sent and responses I received from the above individuals/agencies so that they can be submitted to the court as evidence of my attempts to find the  
☐ plaintiff / ☐ defendant.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
☐ Plaintiff / ☐ Defendant (Print Name)

\_\_\_\_\_  
Signature